STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
MAY 25, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Jeff Falter	Carl Medley	Steve Siegler
Gary Lyndaker, Vice-Chair	Rob Gourley	Bob Meinhardt	Mike Wankum
Dan Ross	Gina Hodge	J. Rick Mihalevich	Chris Wilkerson
Augie Buechter	Diana James	Mike Miller	Scott Willett
Chip Byers	Bobbie Koelling	Paul Monda	Paul Wright
Todd Craig	Ryan Lanclos	Cathy Reinkemeyer	Doug Young
David Crain	Don Lloyd	Cindy Renick	
Jill Drennen	Larry Lueckenhoff	Joanie Schwartze	

MEMBERS NOT IN ATTENDANCE:

Steve Adams	Steve Earney	Don Krueger	Scott Peters
Jon Beck	Richard Gerling	Gretchen Lockett	Ray Pope
Harold Burnette	Stacy Gillmore	Theresa Luebbering	Jon Rickman
Greg Burris	Cliff Gronauer	Mark Mabe	Tony Spicci
Ralph Caruso	George Hagedorn	John Namassy	DeWayne Sprenger
Tim Dwyer	Russell Helm	Amy Niedergerke	Mary Willingham

Jim Roggero called the meeting to order at 8:30am.

PRESENTATIONS/DISCUSSION ITEMS
1. Jim Roggero announced the following change to the agenda: 1.There will be no MOTEC presentation today.
2. Project Management Training Certificates (Dan Ross/Paul Wright) – The following individuals were presented with the Project Management State Certification Certificates, for their completion of the Project Management Training state certification requirements: Charlotte Brumley (DSS), Steve Callis (OA-ITSD), Julie Haslag (DNR), Hayden Hill (DOLIR), Amber Kreter (DNR), Ryan Lanclos (MDA), Nicole Mitchem (DSS), Angela Parrent (DOLIR), John Pippen (DOLIR), Shauna Qualls (DOLIR), Monica Readenour (DSS), Donna Schulte (DOLIR-Not Present), Robin Wood (OA-ITSD).

ACTION ITEMS
1. Approval of April 27, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the April 27 meeting were presented for approval. Ryan Lanclos made the motion to approve the minutes and Paul Wright seconded the motion. Minutes were approved unanimously.
2. Function Codes Status Report (Chris Wilkerson) – Chris stated he had received a few comments regarding the Function Code Descriptions and their interpretation. There will be another meeting this Friday to go over those comments. It was decided to produce a list of "short rules" for the codes and descriptions, so that there would be some consistency. Chris stated the updated definitions, with the rules, will be sent out as soon as completed.
3. Jim Roggero stated that any committee chair who was asked to verify and update their committee membership roster should do so as soon as possible, and return those listings to Wendy Kraus. If the committee chair has already done so, they may disregard.

GENERAL BUSINESS
1. CIO Discussion (Dan Ross)
   ➢ **Digital Government Summit** – Dan would like to encourage everyone to attend the upcoming Digital Government Summit. There is no cost and provides a great opportunity. The Governor will also be in attendance to kick it off.
   ➢ **Travel Plans** – Dan asked that everyone remember to submit any travel plans for the Fiscal Year 06. If plans have not been previously submitted, they will not be approved. Multiple individuals going to one location will need to be justified. This requirement involves any overnight stays.

➢ **Wireless Transport** – Dan stated that wireless transport between buildings will build better deployment and reduce frequency interference. There will be 9 different locations in the first phase. The second phase will go West on Highway 50. Dan would like to coordinate what everyone is doing so that all plans can be incorporated into the overall picture. He reminded agencies to follow the guidelines of security domain.

➢ **Internet Filtering** – Dan stated he would be moving out into this area very soon, and will be deploying internet filtering. He reminded everyone that use of non-work internet creates an enormous liability.

➢ **Fiber Status –** Mike Miller, Scott Willett and Dan Ross went to St. Louis on Friday to discuss the fiber assets in the St. Louis area, such as how we might connect through internet hotels, etc. Dan felt it was a very successful meeting.

➢ **Regis** – Gail Wekenborg stated that Regis came to us and talked about creating a receprical backup to minimize outages. We would back them up, and vice versa, so that during outages critical information could be "rolled" to each other. Regis is going to expand their data center to accommodate the State. Regis would be a better recovery system than tape storage, and having a fiber connection to Regis would be optimum. It was stated that physically mylar tapes are a problem, and we need to get out of dealing with tapes. It would benefit the data center greatly if agencies would do away with tapes. Everyone was asked to look into the future, at applications for storage in a virtual world. This would greatly impact the cost of disaster recovery.

➢ **Email Consolidation** – Bill Bott stated that they are looking at the following 3 options: 1. Create a centralized location, where the 44,000 email addresses could run on a central group of servers. 2. Stay as we are, but double up with the smaller departments that don't need as much space. 3. Outsourcing. He is working with Purchasing to look at these 3 options and develop an RFP. He hopes to be getting the RFP out in about a month.

➢ **Service Level Agreement** – There is a measurement group that will form the measurements on what needs to be accomplished in the functional areas. This will give us a balanced scorecard as to what our customers need our performance to be, so that we can meet that need. They will be looking at where we are growing and how to maintain that growth. This will be done at a high level and should roll out very early next month.

2. ITAB Chair Items (Jim Roggero)
   ➢ SDC Steering Committee (Gary Lyndaker) – Gary stated that the agenda had been sent out to all ITAB members. The meeting will be held tomorrow morning, in the Truman Building, Room 400. He also stated that content filtering/internet filtering will be dropped from the agenda. Anyone who is not a member of this committee, but plans to attend the meeting, needs to let Gail Wekenborg know.
   ➢ Kay Dinolfo (Jim Roggero) – Jim stated that Kay Dinolfo would be leaving the ITAB, as she has accepted a position as Director of Elections, with the Secretary of State's office. He further stated that Kay was a tremendous asset to the Department of Revenue, to the ITAB, and she will be greatly missed. Best wishes were extended to Kay. Bobbie Koelling, from DESE, will be taking over Kay's ITAB duties.

ITAB COMMITTEE UPDATES
1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated that the committee reviewed twenty artifacts, of which 3 were returned. The remaining that were approved will be posted on the website. Bob stated he still needs members for the Systems Management Domain Committee and to please consider being a member . He needs 6 to 8 people, with one of those individuals to be the chair. Bob also stated that a subcommittee will now review the managed variances, instead of the entire committee. They are trying to formalize the process, by creating a form to fill out. He will get more information out to the ITAB as it becomes available.
2. Customer Relations Management Committee Update (David Crain) – David stated there would be a meeting Friday to finalize the prioritization of environments. He further stated that they started with an industry survey on their needs and conducted a half day session, then prioritized using a grid which ranked them. They will now hand it over to Purchasing to start the RFP process and plan to send it out next month.
3. Digital Media Developers Committee (Kay Dinolfo) – Kay Dinolfo reiterated again that she would be leaving this position to accept a position with the Secretary of State. Bobbie Koelling will assume Kay's role on this committee.

4. MOTEC Update (Tim Dwyer/Laura Mertens) – Jeff Falter will be taking over as Chair of the MOTEC Steering Committee and Ryan Lanclos will be Vice-Chair. The MOTEC usage report for last month was emailed to all ITAB members and was a good month. For the next 3-4 months, it is projected that the rooms will be used to a 90-100 percent capacity. They have been booking an additional room at DNR lately for Project Management. The next meeting will be July 11 at the DNR building.
5. Personnel Committee (Chris Wilkerson) – Chris stated that the committee has been asked to look at 8 specialty codes and 10 function codes. The committee will be tasked with changing some definitions. Chris further stated he would like to send out a list of this committee's members and get a commitment from those listed that they will participate, or appoint new members who will be able to attend regularly. Chris stated that the committee does not meet unless there is a need.
6. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – Paul stated that the committee met last Friday. The committee welcomed new member Richard Christman. Paul stated that if anyone else would like to serve on this committee, to please let him know. Paul further stated that the committee is looking at how to handle the Project Management Recertification process and how to administer the documentation process. This process needs to be ongoing and kept current. Paul also stated that the evaluation for the second week of class came in and the comments were good. Paul further stated that he had received an email from Social Services thanking staff, that because of the use of Project Management, they came in under budget and ahead of schedule on a recent project.

COLLABORATIVE EFFORTS
1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – No Report
2. Internet/MOREnet Update (Chip Byers) – Chip reported that there is one scheduled internet outage. There have been no other outages or connections lost.
3. Missouri Network Management Steering Committee (Scott Willett) – Scott reported that the meeting with St. Louis went well. He further stated that Mike Hurst is the Project Manager, assisted by Brian Beckman. They will be talking to agencies about configuration aspects. The next meeting will be June 7. Scott will share any updates received beforehand.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary stated that a handout had been emailed to everyone earlier showing the Statewide Purchasing update. He further stated that work had begun on the Printer Smart Buy, under the PC vendor contract. Work has also begun on the PC Periodic Buy. He will get requests for anticipated purchases out to everyone soon.
5. Technology Services Update (Gail Wekenborg) – No Report.
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – No Report

OPEN DISCUSSION
1. Current/Planned Bids – No Discussion.
2. Architecture Process and Methodology – It was discussed that a future meeting should be devoted to the presentation and discussion of the Architecture Process and Methodology. It was further discussed that the July ITAB meeting would be a good time to put this on the agenda. It was stated that everyone should be familiar and educated about Architecture.
3. Chris Wilkerson stated that he received a message on satellite offering from the Guard. He would like additional information on the goals, criteria, etc. Dan stated that he will draft something. There was further discussion regarding the service life being 3 years, and that everything should be put in the contract so there is no additional cost.
4. Content Filtering – Gary Lyndaker asked about the filtering process, what gets filtered, and where it is filtered. There was discussion on how it is determined as to what content is filtered. It was further discussed that this needs to be implemented as broadly as possible and that the consolidation process will provide a platform to achieve this. It was also stated that the Guard implemented filtering a month ago and that it is working fine. Lora Mellies stated that what is filtered is a management decision rather than a security decision. Discussion continued on the processes of such a program.
5. It was stated that there is currently an evaluation being done on the status of a search engine for the statewide page.

REVIEW OF ACTION ITEMS
1. Travel – Dan Ross asks that everyone send travel plans that involve an overnight stay, in chronological order, to Mary Luebbert as soon as possible.
2. Any Chair of an ITAB committee who has not reviewed and returned their committee roster to Wendy Kraus, should do so as soon as possible.
3. Anyone who has not signed up for the Digital Government Summit meeting that would like to attend, should register as soon as possible.

NEXT MEETING
1. The next ITAB Meeting is scheduled for **Wednesday, June 29, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JR/wk